

Alexander Dyck

Translator

Detail-oriented Translator with aptitude for conveying emotion, style and content of market-oriented texts. Bringing in-depth knowledge of cultural context and idiosyncrasies. Proven to provide translations quickly and accurately developed over 9 years of experience. Excellent reputation for resolving problems and improving customer satisfaction.

Work History

April 2013 –
Current

Freelance Translator

Self-employed specialist

- Translated documents from English and German into Russian.
- Used translation memory software to verify consistency of translation within documents and improve efficiency.
- Listened to video presentations and developed translation into target language to prepare subtitle scripts.
- Reviewed final works to spot and correct errors in punctuation, grammar and translation.
- Proofread, edited, and evaluated final copy to verify content aligned with established guidelines.

December 2009 –
April 2013

Assistant Manager

Key Point, Translation Agency

- Offered hands-on assistance to customers, assessing needs and maintaining current knowledge of consumer preferences.
- Worked closely with manager to provide effective assistance for specific aspects of business operation.
- Analyzed and developed strategies for process improvements and deviation reduction by consulting with subject matter experts.

September 2007 –
December 2013

Customer Manager

Key Point, Translation Agency

- Supervised daily operations and sales functions to maximize revenue, customer satisfaction and employee productivity.
- Handled complaints, provided appropriate solutions and alternatives within appropriate timeframes, and followed up to achieve resolution.
- Performed duties and provided service in accordance with established operating procedures and company policies.
- Maintained client files with sales contracts, records of client interactions, client notes, and other information.

Education

September 2014 –
July 2020

Master of Arts: Translation Studies

Minsk Linguistic University

Contact

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Phone

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E-mail

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Skills

Translation Quality Assurance
Managerial Background
Proofreading Skills
Multitasking Abilities

Software

memoQ
SDL Multiterm
Lokalise

Languages

English
German
Ukrainian